



Classification: Energy Commission Specialist III (TED)	Position No. 3100-4186-003
CBID: R10	Office: Energy Efficiency Research Office
Date Prepared: April 2019	Division: Energy Research and Development
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

CONFLICT OF INTEREST STATEMENT

This position is designated under the Conflict of Interest Code: YES ☒ NO ☐

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

Under general direction of the Energy Resources Specialist III (Supervisory) for the Energy Efficiency Research Office's Building Efficiency Research Unit, the incumbent leads interdisciplinary and/or interdivisional teams to plan and implement building energy efficiency research that enables achievement of the state's policy goals associated with reducing greenhouse gas emissions, decarbonization, and doubling energy efficiency of buildings and helping to achieve carbon neutrality by 2045. Serves as the technical advisor on program and policy issues and provides expert consultation in a broad range of technical and functional areas related to building energy efficiency research; makes policy recommendations affecting program direction and provides testimony to outside agencies and provides leadership, communication, and problem solving capabilities.

DUTIES AND RESPONSIBILITIES:

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%.
50%	<p>Serve as the lead policy and technical expert for building energy efficiency research and technology. The incumbent combines technical understanding with strategic policy considerations for the most complex and sensitive issues, requiring substantial interaction with policy-level staff at state and local governments, federal agencies and national laboratories, academic institutions, and private organizations and performs the following in the energy efficiency research and technology core area:</p> <ul style="list-style-type: none"> • Coordinates complex technical work, recommends initiatives to the Electric Program Investment Charge (EPIC) investment plan, Natural Gas Research and Development budget plan based on changing constraints and state policies; • Provides oversight and direction for complex technical analytical assessments and evaluations of technologies and strategies for achieving the state's energy policy goals; • Provides direction to technical staff in developing energy efficiency research portfolios; • Consults with experts in evaluating energy market needs and makes recommendations for energy efficiency actions and strategies needed to meet those needs; • Addresses complex, sensitive issues related to energy efficiency research technology and policy; • Ensures that market and technical issues are addressed by developing goals and targets to ensure selected RD&D projects have a high potential for rate payer benefit and market success; • Recommends and implements collaborative strategies to meet state energy policy goals; • Coordinates research policy with other agencies, Governor's Office, members of the legislature, utilities and others;

DUTY STATEMENT

CEC-004 (Revised 01/2019)

CALIFORNIA ENERGY COMMISSION



	<ul style="list-style-type: none"> • Advise management in regard to the direct impacts of energy efficiency research on state energy policy; • Aggregates, distills, and synthesizes complex technical results from energy efficiency RD&D programs into Energy Commission policy options and new program initiatives for consideration by division management, Executive Office, Commissioners, and the legislature; • Act as the liaison between divisions for research needs of the Energy Efficiency Research Office. • Provides recommendations to the Energy Resources Specialist III (Supervisory), Deputy Director, and Executive Director. (E)
35%	Coordinate the development of policy and/or legislative recommendations through the annual Integrated Energy Policy Report (IEPR), rulemakings of the California Public Utilities Commission, such as the Energy Efficiency Strategic Plan and other policy venues. Build strategic partnerships statewide and nationwide to ensure the high levels of collaboration with appropriate partners to maximize leveraging of market connections and funding for the program. Act as the liaison with energy utilities and represent the office in discussions concerning research needed to meet state technical policy goals. (E)
10%	Prepare, make presentations and lead discussions at workshops and conferences, and provide expert testimony at hearings and proceedings sponsored by the legislature, Energy Commission, energy utilities, and other state and federal agencies on a broad range of strategic technology energy efficiency RD&D program and policy development issues and program management. (E)
5%	Perform other duties as required consistent with the specification of this classification. (M)

WORKING CONDITIONS: The work is performed primarily in an indoor office and meeting room setting involving sitting, standing, and walking as well as sitting for long periods of time. Travel is required to conduct project site visits, attend workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described above, the incumbent will be required to work alone and/or in a team environment; utilize a personal computer and appropriate Energy Commission software such as Microsoft suite of software, electronic mail, Internet and analytical models. The incumbent will be required to plan, organize, assist and/or participate in meetings with other Energy Commission staff, staff from other federal and state agencies, consultants, contractors, and other parties active in energy-related research and development.

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
Employee _____ Date Energy Commission Specialist III (TED)	Supervisor _____ Date Energy Resources Specialist III (Supervisory)